

CHAPTER 162. CERTIFICATE PART 145 DOMESTIC REPAIR STATION/ SATELLITE STATION

SECTION 1. BACKGROUND

1. PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODES.

A. *Maintenance:* 3230

B. *Avionics:* 5230

3. OBJECTIVE. This chapter provides guidance for evaluating an applicant for certification of a Title 14 Code of Federal Regulations (14 CFR) part 145 domestic or satellite repair station.

5. THE CERTIFICATION PROCESS. This process provides for interaction between the applicant and the Federal Aviation Administration (FAA) from initial inquiry to certificate issuance or denial. It ensures that programs, systems, and intended methods of compliance are thoroughly reviewed, evaluated, and tested. The certification process consists of five phases:

- Preapplication Phase
- Formal Application Phase
- Document Compliance Phase
- Demonstration and Inspection Phase
- Certification Phase

A. *Preapplication Phase.*

(1) *Preapplication Statement of Intent (PASI), FAA Form 8400-6.*

(a) The PASI will be used by the manager, Flight Standards Division or designee to evaluate the complexity of the proposed operation. This allows the establishment of the certification team to be based on the complexity of the certification. A certification project manager (CPM) will be designated as the principal spokesperson for the FAA during certification.

(b) An applicant should conduct a thorough review of the appropriate regulations and advisory material to provide guidance for personnel, facility, equipment, and documentation requirements. As a result of this review, the applicant must address, in the PASI, how these requirements will be met.

NOTE: Submittal of the PASI by the applicant shows an intent to initiate the certification process.

(2) *Preapplication Meeting.* The preapplication meeting should be held in the district office. This will allow the applicant to become familiar with the assigned FAA personnel.

(3) *Application for Repair Station Certificate and/or Rating, FAA Form 8310-3.* During the preapplication meeting the applicant should be instructed on how to complete the application.

(4) *Formal Application Attachments.* During the preapplication meeting requirements for the application attachments should be discussed. This discussion should include the following:

(a) *Inspection procedures manual.* The applicant should be encouraged to use Advisory Circular (AC) 145-3, Guide for Developing and Evaluating Repair Station Inspection Procedures Manuals, current edition, for guidance in developing the manual. The manual should allow the user to understand its content without further explanation and must not contradict any regulatory requirements.

NOTE: It is the applicant's responsibility to develop manuals and procedures that ensure safe operating practices and compliance with the rules. The team can offer suggestions for improvement but must not "write" the material.

(b) *Letter of compliance.* The letter of compliance will ensure that all applicable regulatory requirements are addressed during the certification process. This is done by listing each applicable 14 CFR section, in sequence according to 14 CFR. After each listed regulation, there must be a brief narrative or specific reference to a manual/document that describes how the applicant will comply with that regulation. The letter of compliance must be reviewed to ensure that the applicant has a clear understanding of the regulation and that the proposed method of compliance meets the intent of the regulation.

NOTE: If the Inspection Procedures (IP) manual references sections of the applicant's existing company Quality Control Manual there must be a corresponding cross reference list. This list must reference the 14 CFR sections to corresponding manual pages and can be used in place of a letter of compliance.

B. *Formal Application Phase.* To begin the Formal Application Phase, the team will receive the application and attachments. As a rule, the team will meet with the applicant after receiving the formal application package. All questions about the proposed operation, the formal application, and attachments should be resolved at this time. The meeting should consist of the certification team members

and all key management personnel from the applicant's organization.

NOTE: Legal name and address of owner should be determined at this point.

C. Document Compliance Phase. In this phase, the application is thoroughly reviewed for approval or disapproval, and the manual and related attachments are reviewed for acceptance or rejection. This review ensures both conformity to the applicable regulations and safe operating practices. This phase is done in the district office by the certification team.

D. Demonstration and Inspection Phase. In this phase the certification team ensures that the applicant's proposed procedures are effective and that facilities and equipment meet regulatory requirements. The CPM must decide if demonstrations will be required.

E. Certification Phase. Once the applicant meets the regulatory requirements of part 145, the certification team will issue the repair station certificate and operations specifications with the appropriate ratings.

7. SPECIALIZED SERVICE RATINGS. An applicant may request a Specialized Service Rating, (e.g., emergency equipment, welding, altimeter/pilot static testing, etc.) The repair station's operations specifications must contain the military or civilian specification used in performing the specialized service. This specification may be either a civil or military one that is currently used by industry or developed by the applicant, and approved by the Administrator.

9. WORK PERFORMED AWAY FROM THE STATION/ SATELLITE STATIONS.

A. Work Performed Away from the Station.

(1) A station may perform work at a place other than its fixed location by moving facilities, material, equipment and technical personnel to perform specific maintenance functions such as the following:

- Testing of altimeter systems
- Nondestructive Inspection (NDI)
- Responding to special circumstances, such as an aircraft on the ground (AOG) at an isolated airport requiring repairs to allow it to be flown safely to the operator's main base or to a repair station

NOTE: Continuous operation at a permanent facility other than the station's fixed location must not occur.

(2) Procedures for performing and inspecting this work must be included in the repair station manual. The certificate holder must perform the work in the same manner as when performed at the parent facility, to include using:

- All necessary personnel
- All required technical data

- All required materials
- All required equipment

NOTE: The address shown on the repair station's certificate is considered the station's fixed location. Any other fixed location must be certificated as a satellite station.

B. Satellite Facilities.

(1) A domestic repair station may request certification of satellite facilities only within the United States or its possessions. If certification is sought outside this area, that facility is considered a foreign repair station and must be certificated as such, per vol. 2, ch. 163, Certificate FAR Part 145 Foreign Repair Station.

(2) A parent facility requests a satellite certificate to ensure control over the inspection procedures at these facilities and locations. Though the parent facility is establishing and ensuring this control, each satellite must satisfy all requirements of part 145 for each rating sought.

(3) The precertification number of a satellite facility coincides with the parent repair station number. Advise AFS-620 that a satellite repair station number is required.

(4) A repair station may interchange personnel anywhere in its system, as long as:

- Personnel are identified on the station roster
- The repairman's certificate shows the parent station certificate number

(5) Each satellite repair station is to be considered a stand-alone operation requiring normal certification procedures, with the regionally assigned district office having jurisdiction over that facility.

(a) The district office having jurisdiction over the parent facility will certificate the satellite only if the physical location falls within its geographic control.

(b) Any district office that has certificated a satellite in another district's geographic area of responsibility will coordinate and initiate a transfer of the responsibility for that operation to the appropriate office at the earliest opportunity.

(6) Any differences of opinion and/or position relating to the inspection procedures of satellite repair stations and the parent repair station must be resolved by negotiation between the responsible district offices.

11. CHANGE IN OWNERSHIP. Section 145.15(b) specifically requires a new application when the holder of a Repair Station Certificate sells or transfers its assets. The inspector should recommend a new certificate number due to the Freedom of Information Act (FOIA). However, should the new owner stipulate in writing that they clearly understand the potential of release of information under FOIA when retaining the old certificate number, then that number can be retained.

SECTION 2. PROCEDURES

1. PREREQUISITES AND COORDINATION REQUIREMENTS.

A. Prerequisites:

- Knowledge of the regulatory requirements of 14 CFR part 145
- Successful completion of the Airworthiness Inspectors Indoctrination Course or equivalent
- Previous experience with certification or surveillance of part 145 Repair Stations

B. Coordination. This task requires coordination among the aviation safety inspectors (ASI) (airworthiness). Regional coordination may be required.

3. REFERENCES, FORMS, AND JOB AIDS.

A. References:

- 14 CFR parts 43, 45, 65, 121, 125, and 135
- Advisory Circular (AC) 145-3, Guide for Developing and Evaluating Repair Station Inspection Procedures Manuals, current edition
- Special Federal Aviation Regulations (SFAR) 36
- FAA Order 8300.10, Airworthiness Inspector's Handbook; vol. 2, chs. 161, 164, and 165

B. Forms:

- FAA Form 8000-4, Air Agency Certificate
- FAA Form 8000-4-1, Repair Station Operations Specifications
- FAA Form 8060-4, Temporary Airman Certificate
- FAA Form 8310-3, Application for Repair Station Certificate and/or Rating
- FAA Form 8400-6, Preapplication Statement of Intent
- FAA Form 8610-2, Airman Certificate and/or Rating Application, if applicable

C. Job Aids. None.

5. PREAPPLICATION PHASE.

A. Respond to an Initial Inquiry.

(1) Discuss with the applicant the following subjects, to include:

- (a) The necessary technical expertise required by the applicant's proposed organization, to include the following:
 - Aviation-related experience

- Proposed organizational structure
- Knowledge of the specific maintenance functions to be performed

(b) The rating required for the type of work to be accomplished.

(c) The requirements for sufficient personnel to meet the demands of the proposed repair station. This includes at least one certificated person with appropriate ratings that coincide with the ratings sought.

(d) Facility requirements for the ratings sought, to include:

- The need for climate-controlled conditions
- The size of the facility
- Appropriate test equipment
- Special tools, etc.

(e) The necessity of having current technical data available before certification. Technical data will include the following:

- 14 CFR
- Airworthiness Directives, (AD)
- Type certificate data sheets (TCDS), if applicable
- AC's, as required
- Processes, e.g., maintenance processes
- Manufacturer's service manuals, instructions, and service bulletins (SB).

NOTE: Appliance manufacturer's maintenance manuals or instructions, though not specifically approved by the FAA, are considered to be in compliance with §§ 43.7, 65.95, 121.379(b), 135.437(b), and 145.51.

(2) Furnish FAA Form 8400-6 to the applicant with instructions to complete and submit it to the district office in whose area the parent facility is located.

B. Initiate the Certification Process. Upon receipt of a completed and signed PASI from the region, the assigned district office must accomplish the following:

(1) For a satellite certification coordinate with certificate-holding district office (CHDO) of the parent repair station.

(2) Coordinate with the district office manager/designee to determine the control of the following:

- Supervision of the certification process
- Makeup of the certification team

(3) The designated certification team will process the PASI as follows:

(a) Obtain a precertification number from AFS-620.

(b) Check the “Information only” block and enter the date the PASI was forwarded to the region.

(c) In the “Remarks” section, enter “Proceeding with formal certification” and show the precertification or final certificate number.

(4) The certification project manager (CPM) will contact the applicant to arrange a preapplication meeting.

C. Conduct a Preapplication Meeting. Meet with the applicant to discuss questions, if any, concerning the certification process, regulatory requirements, the formal application and attachments, etc. Accomplish the following during the meeting(s):

(1) Discuss the regulations applicable to the proposed maintenance operation.

(2) Provide the applicant with the following material:

(a) A copy of AC 145-3, Guide for Developing and Evaluating Repair Station Inspection Procedures Manuals, current edition;

(b) A copy of FAA Form 8310-3, Application for Repair Station Certificate and/or Rating; and

(c) Copies of FAA Form 8610-2, Repairman Application, if applicable.

(3) Inform the applicant that a formal application package for a domestic repair station certificate must contain the following material:

(a) A completed FAA Form 8310-3;

(b) Two copies of the IP manual;

(c) A letter requesting the application be processed and indicating when facilities and equipment will be ready for formal inspection;

(d) A letter of compliance;

(e) An application for repairman certificate and letter of recommendation, if applicable;

(f) When a Limited Rating is requested, the make and model of the particular item(s) to be maintained and the nature of the work to be performed;

(g) When approval of a Class 2 Propeller Rating is being sought, a list by make of the propeller; and

(h) When a Specialized Service Rating is requested, a copy of the approved specification for the work to be performed.

7. FORMAL APPLICATION PHASE.

A. Receive the Formal Application. Ensure that all documents have been submitted and are complete.

B. Evaluate the Application Package. Based on the initial survey of the application package, a decision must be made whether or not to continue with the certification process.

C. Conduct an Application Meeting. Any open questions concerning the package must be answered before proceeding to the next phase. This should be done in the most effective way possible, e.g., meetings or correspondence.

9. DOCUMENT COMPLIANCE PHASE.

A. Review the Application Package. Review the content of each submitted document for regulatory compliance. The documents to be reviewed include:

(1) A completed FAA Form 8310-3;

(2) Inspection Procedures Manual (refer to vol. 2, ch. 164, Evaluate FAR Part 145 Inspection Procedures Manual/Revision);

(3) The letter of compliance;

(4) Application for repairman certificate and letter of recommendation, if applicable;

(5) The list of makes and models of the particular item(s) to be maintained and the nature of the work to be performed for any Limited Ratings;

(6) The list by make of the propeller for a Class 2 Propeller Rating; and

(7) A copy of the approved specification for the work to be performed for a Specialized Service Rating, when applicable.

B. Document any Deficiencies. If deficiencies are found in any document, return it to the applicant with a letter outlining the deficient areas. Inform the applicant that the certification process will not continue until all deficiencies are resolved.

11. DEMONSTRATION AND INSPECTION PHASE.

A. Coordinate and Schedule an Inspection. Coordination is required between the CPM, team members, and the applicant.

B. Perform a Housing and Facility Inspection. During the Demonstration and Inspection Phase, inspect the repair station facilities to ensure that the work being done is protected from weather elements, dust, and heat. Ensure that workers are protected to the point that the quality of their work will not be impaired (refer to vol. 2, ch. 165, Evaluate FAR Part 145 Repair Station's Facilities and Equipment). In addition, inspect the following:

(1) The inspection system, refer to vol. 2, ch. 164, to ensure:

(a) Employees are familiar with and are capable of performing their assigned duties; and

(b) Facilities are capable of supporting manual procedures.

(2) Maintenance recordkeeping system to ensure compliance with § 145.61.

(3) The system for reporting serious defects or unairworthy conditions to ensure compliance with § 145.63.

C. Evaluate Maintenance Organization. Ensure the following:

(1) The number of personnel is sufficient to satisfy the volume and type of work to be performed, as required by § 145.39;

(2) Individuals directly in charge of a maintenance functions are appropriately certificated;

(3) A personnel roster is available and includes all supervisory and inspection personnel; and

(4) Supervisory and inspection personnel employment summaries are available.

D. Analyze Deficiencies.

(1) If deficiencies are noted, notify the applicant in writing. If appropriate, meet with the applicant to review deficiencies in detail; and

(2) Corrective action must be taken and the CPM notified in writing by the applicant, in order for the certification process to continue. Each deficiency and corrective action must be fully documented and recorded in the certification file.

13. CERTIFICATION PHASE.

A. Prepare Certificates. When the applicant has met all regulatory requirements, the CPM will accomplish the following:

(1) Complete blocks 6-9 of FAA Form 8310-3, to show:

- Findings and recommendations
- Any remark or discrepancy noted during inspection
- Date of inspection
- Office and signature of the CPM

(2) Prepare FAA Form 8000-4, Air Agency Certificate, which must be signed by the district office manager.

(3) Prepare FAA Form 8000-4-1, Repair Station Operations Specifications. The operations specifications,

showing the limitations to be issued, will be signed by the appropriate Airworthiness ASI. These limitations may be listed on separate operations specifications pages.

NOTE: The Air Agency Certificate and operations specifications for a satellite repair station will be issued by the district office in which the satellite is located. A copy will be forwarded to the CHDO of the parent organization.

(4) If applicable, issue FAA Form 8060-4, Temporary Airman Certificate, with appropriate ratings.

B. Prepare Certification Report. Ensure that a certification report is prepared. The report must include the name and title of each ASI on the certification team. The report is signed by the CPM and contains at least the following:

- A copy of the PASI
- FAA Form 8310-3, completed
- A letter of compliance
- A copy of the Air Agency Certificate issued
- A copy of the issued operations specifications
- A copy of any Temporary Airman Certificate issued
- A summary of all discrepancies encountered during the inspection

15. TASK OUTCOMES.

A. File PTRS Data Sheet.

B. Completion of this task will result in one of the following:

- Issuance of a certificate and operations specifications
- A letter to the applicant indicating the certificate is denied
- A letter to the applicant confirming termination of the certification process by the applicant

C. Distribute Certification Report. Distribute the completed report as follows:

- Retain the original certification report in the district office
- Forward one copy of the certificate report to all involved district and regional offices

D. Document Task. File all supporting paperwork in the certificate holder/applicant's office file and update the Vital Information System (VIS).

17. FUTURE ACTIVITIES. The district office must ensure that there is an orderly transition from the certification process to certificate management.